

# **Request for Qualifications (RFQ) for a Central Permitting Center**

**City of Houston  
General Services Department**

**Submittal Date  
Monday, April 6, 2009**

**REQUEST FOR QUALIFICATIONS (RFQ)**  
**for a**  
**CENTRAL PERMITTING CENTER**

**I. PURPOSE**

The City of Houston, General Services Department (GSD), on behalf of the Administration & Regulatory Affairs (ARA), and Public Works & Engineering (PWE) Departments, invites the submittal of Statements of Qualification (SOQs) from developer teams with experience in redevelopment of properties, to purchase, design, and renovate an existing building of approximately 187,000 square-feet, to house combined ARA and PWE Permitting operations; and to provide a long term lease back to the City, as tenant.

The Developer Team selected, as part of this project, will be required, to procure construction on a Guaranteed Maximum Price basis, design and construct the facility to comply with the Leadership in Energy & Environmental Design (LEED) standards for LEED Certification with a minimum goal for achieving a Silver Level, provide programming services, provide computer-aided drafting and design (CADD) documentation, provide specifications for furniture, fixtures and equipment (FF&E), estimate construction costs, provide value engineering, arrange and conduct meetings, carry on normal construction administration services and perform all construction activities, and coordinate commissioning activities.

**II. PRE-SUBMITTAL MEETING**

A pre-submittal meeting will be held at 9:00 a.m. on Tuesday, March 31, 2009 at 900 Bagby 2<sup>nd</sup> Floor Conference Room to discuss this solicitation. Attendance at the meeting, though not mandatory, is highly recommended because only those firms with representatives who sign the meeting attendance log will automatically receive any addenda published after that date.

Before the pre-submittal meeting date the City will welcome any written questions submitted to:

Phil Golembiewski, P.E.  
City Engineer  
General Services Department  
900 Bagby, Second Floor  
Houston, Texas 77002  
Fax: 832-395-9542  
[Philip.Golembiewski@cityofhouston.net](mailto:Philip.Golembiewski@cityofhouston.net)

- The City will not be bound by any information conveyed verbally. The City will provide, in writing, any clarifications, changes and/or other information, deemed to be necessary, as addenda to this RFQ.
- Addenda will only be provided to pre-submittal meeting attendees and known RFQ holders registered with GSD.

### **III. PROJECT DESCRIPTION**

The City of Houston is in need of a facility to meet the requirements of the Public Works & Engineering Department and Administrative & Regulatory Affairs Department. The City's intent is to consolidate its services under one roof, thus providing a Central Permitting Center.

#### **Space Requirements**

A site and building has been selected by the City for purposes of this RFQ. It is located at 1002 Washington Avenue, Houston, Texas. This is a 2.45 acre site with a four-story building plus basement containing approximately 187,000 square feet. It is anticipated that this building will house approximately 500 City employees in an office configuration of approximately 20% private offices and 80% open space for cubicles.

These City employees will be coming from existing locations at 3300 Main and 611 Walker Streets.

#### **Goals**

The City departments using this facility have identified several key factors that will be required of this facility. These include:

- Public Service
- Customer Service
- Accessibility
- Safety for Public and Employees
- Security for Employees and Currency
- Technology Advances
- LEED Certification
- Sufficient Parking
- Pleasant Working Environment
- Durable Finishes
- Energy Efficiency
- Low Cost/Good Stewardship of Taxpayers' Money

#### **Financial Goals**

The City desires to enter into a long-term lease on this facility based on a Tax Exempt Capital Lease financing structure.

### **IV. REQUIRED QUALIFICATIONS AND SELECTION CRITERIA**

The City is seeking a highly qualified Developer Team. The required qualifications may be demonstrated in the experience of the Respondent. A Selection Committee will review the SOQs. In order to select a Developer Team, the City will evaluate the SOQ from each Respondent using the following weighted criteria:

1. COMPLETENESS OF SOQ [per Appendix A]; 5%

2. PROJECT APPROACH; 20%
3. PROPOSED TEAM; 20%
4. EXPERIENCE; 20%
5. FINANCIAL CAPACITY; 30%
6. QUALITY OF SERVICE; 5%

## V. SUBMITTALS

**Ten copies** of sealed submittals are required. **Submittals shall be delivered to City Secretary** of the City of Houston, in the Margaret Westerman Building (a.k.a. City Hall Annex), **Public Level, 900 Bagby Street, Houston, TX 77002**, at or before **2:00 p.m., local time, Monday, April 6, 2009.** Late submittals will not be accepted for any reason. All submittals must be provided in a sealed box clearly labeled on the outside with the Respondent's name, name of the Project, and General Services Department.

To enable the City to efficiently evaluate the SOQs, Respondents are urged to strictly follow the required format in preparing their SOQ. The requirements for the SOQ are set out in Appendix A.

## VI. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

- A. Respondents shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the City of Houston for the purposes of influencing this selection. Any attempt by the Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds for exclusion from the selection process.
- B. Respondents who provide false or misleading information, whether intentional or not, in any documents presented to the City for consideration in the selection process shall be excluded. Any false or misleading information in these documents would, in effect, render the entire document suspect and therefore useless.
- C. **INTERVIEWS** – After the screening of SOQs, Respondents will be notified, of their status in the selection process. If interviews are needed, short-listed Respondents may be given additional information for interviews. These interviews will relate less to the past experience and qualifications already detailed in the submittal than to identification of the Respondent's program approach and to an appraisal of the people who would be directly involved in the project.
- D. **INQUIRIES** – Please do not contact the City during the selection process to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so.

- E. **COST OF SOQS** – The City of Houston will not be responsible for costs incurred by anyone in the submittal of qualifications or for any costs incurred prior to the execution of a formal contract.
- F. **CONTRACT NEGOTIATIONS** – This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by the City; a specific scope of work, fees, insurance coverage's, and other contractual matters will be determined during contract negotiations. To ensure that the appropriate staff is assigned to the project, the City may include a "key persons" clause during contract negotiations.
- G. **CONFIDENTIAL INFORMATION** – All responses shall be held confidential from other parties by the City to the extent allowable by law until after the selection process is completed. Respondents should be aware that at the completion of the selection process the contents of their SOQ are subject to the provisions of the Texas Public Information Act and may be made public. CONFIDENTIAL or SENSITIVE information should not be included in the SOQ.
- H. The City of Houston reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed qualification; (4) accept any submittal or portion of a submittal; and/or (5) reject any or all Respondents submitting qualifications, should it be deemed in the City's best interest.



**Phil Golembiewski, P.E.**  
**City Engineer, GSD**

**Date:** 03-19-09

## **APPENDIX A**

### **SUBMITTAL REQUIREMENTS:**

- Each copy of the SOQ shall be bound using GBC or other semi-permanent binding method, to ensure that pages are not lost.
- Each copy shall be no more than one inch thick. Pages shall be no larger than letter-size 8 ½" x 11" or, if folded to that dimension, twice letter size 11" x 17".
- Each section (defined below) shall be separated by a tabbed divider. Elaborate covers, binding, dividers, and the like are not required nor wanted.
- One of the copies submitted shall be labeled "**ORIGINAL**" on the outside cover and shall contain original documents where specified below.

Each SOQ shall be organized in the following order:

A. **Outside Cover and/or first page:** Shall contain the name of the SOQ, "Statement of Qualifications for Central Permitting Center", the name of the Respondent, and the submittal date. Remember to label the one copy, with original documents in it, "ORIGINAL" on the cover.

B. **Table of Contents:** The next page shall be a table of contents.

C. **Section 1 Divider (Letters)**

1. *Transmittal Letter:* The first page following the divider shall be a one-page letter transmitting the SOQ to Phil Golembiewski, P.E., City Engineer, General Services Department. The transmittal letter shall state that the signer of the document is authorized by the Respondent to sign the document.

The transmittal letter shall contain the names of the proposed team members and key personnel.

At least one copy of the transmittal letter shall contain the original signature of a partner, principal or officer of Respondent.

D. **Section 2 Divider (Project Approach)**

1. Provide a narrative, of no more than three pages describing the Respondent's understanding of the City's needs and the business plan to accomplish this goal.

E. **Section 3 Divider (Proposed Team)**

1. Respondent shall identify each key member and individuals of the Team.
  - a. Key Members/Individuals - Design:
    - i. Identify each firm providing architectural and/or engineering services to the Team, and describe its organization and status.
    - ii. Identify the key principals from each firm providing architectural, engineering, oversight, supervision or management services to the Project, and provide their resume.

- b. Key Members/Individuals - Construction:
  - iii. Identify each firm providing construction services to the Team as the general contractor or as a prime trade contractor, and describe its organization and status.
  - iv. Identify the key principals from each firm that will be responsible for oversight, supervision or management services to the Project, and provide their resume.
- c. Key Members – Finance:
  - v. Identify each firm expected to provide financial advisory services to the Team in connection with the financing of the Project, and describe its organization and status.

**F. Section 4 Divider (Experience)**

1. *List of Respondent's relevant projects*, along with construction cost and clients of each. Identification of projects in which the team has worked on together should be noted. Show projects that Respondent used a long term lease back to an owner, as tenant.
2. *Project Brief*: The Respondent shall select three projects to highlight, as best representing the Team's project experience, and provide a briefing sheet for each. Each briefing sheet shall be one-page and should contain information, which shows the capability of the Team to provide the range of services that are required by this project. The work described must have been performed within the past eight years. At least one of the projects shall be for \$25 million, or more. Minimally, each brief shall contain:
  - a. Project Name and Location
  - b. Year Project Completed and brief explanation regarding steps Respondent took to maintain project schedule
  - c. Short Description of Services Provided
  - d. Name of Client and/or Owner/Operator and current telephone number and/or email address
  - e. Capital Cost – Budgeted and final with an explanation of material variance.
  - f. Description of the Project Financing Plan.
  - g. Description lease back arrangement.
3. *Graphic Information*: If the Respondent includes photographs, drawings or other graphical information about any of the three projects, the back of the project brief, the facing page or a separate page may be utilized for this purpose. Photographs or other graphical information used to illustrate these projects may also be incorporated into the one-page brief sheet itself.
4. *Key Individual Experience*: Provide the name, professional designation, summary of qualifications and relevant experience of the following Key Individuals of the Team:
  - a. Project Director/Principal
  - b. Project Manager
  - c. Design Manager/Principal
  - d. Construction Manager or Superintendent

e. Financing Lead/Principal

Provide resumes for all Key Individuals noted above.

5. *Sustainability:* Respondent may want to describe any relevant experience of Team members in designing and implemented innovation energy and environmental strategies on past projects.

**G. Section 5 Divider (Financial Capacity)**

1. Respondent shall provide financial information necessary to demonstrate that the proposed Developer Team will have the necessary financial standing, capacity, experience and resources to undertake, finance, and deliver the Project.

**H. Section 6 Divider (Quality of Service)**

1. *Testimonials:* Respondents may include no more than three one-page letters from clients that they have worked with on previous projects. Letters should comment on budget and/or scheduling experiences and qualitative matters related to services received from the Respondent. Letters shall also include contact name and telephone number.

**END OF APPENDIX A**